WISCONSIN SCHOOL OF BUSINESS
UNIVERSITY OF WISCONSIN–MADISON
TOGETHER FORWARD®

EVENING & EXECUTIVE MBA

Career Coaching Intake Form

Please complete the section related to your career coaching topic. Return to this form to amanda.earle@wisc.edu within **24-hours** prior to your appointment.

Personal Information

Name:
Eve/EMBA/Alumni & Year:
Date/Time of Appointment:
Type of Appointment: ☐Calling In ☐ In-person ☐Skype/Hangout
Email:
Phone:
Current Title/Company:
Years in current position:
Have you worked with a career coach in the past?
What inspired you to pursue your MBA degree?

What do you hope to gain from career coaching?

What to expect from career coaching

Coaching is 100% confidential and non-judgmental. Many times there are several sessions lasting 50 minutes via phone or in-person. Prep work will be involved between sessions.

You decide what topic to cover. The coach will partner and collaborate with you by listening carefully, asking questions, and reflecting on what is heard. You will receive a wealth of strategic resources to help and inspire you to be the architect of your career. You will be challenged and encouraged to explore new avenues of thought.

Progressive success is directly related to your commitment and the efforts you make.

TOPIC: Professional Self-Discovery

1. Write 3 things in your personal/professional life of which you are most proud.

2. What sets you apart from individuals who are in the same field as you?

3. What are your current career goals? (Even if you are uncertain, just fill in any thoughts you have)

4. What is truly important to you as you consider your next career move?

Resources to Review

Video 1: Assess Your Assets...Determine Your Direction to Jumpstart Your Job Search

Video 2: Assess Your Assets...Determine Your Direction to Jumpstart Your Job Search

Video 3: Assess Your Assets...Determine Your Direction to Jumpstart Your Job Search

*Career Resource Guide: Discovery Section p. 3-12

TOPIC: Resume Review

**24 hours prior to your appointment, email Career Coach your resume and target job description **

1. Who is your target audience for this resume?

2. What is your next target role?

Resources to Review

10 Resume Tips to Spotlight Your Value

Modernize Your Resume Format

Modernize Your Resume Content

Modernize Your Resume Design

*Career Resource Guide: Resume Section p. 13-20

TOPIC: Interview Preparation

**24 hours prior to your appointment, email Career Coach your resume and job description **

1. How do you typically prepare for an interview?

2. What specific area or questions do you want to focus on?

Resources to Review

Why You? The Make or Break Interview Question

Preparing for Tough Interview Qs

*Career Resource Guide: Interview Section p.43- 58

Define success at the end of your upcoming appointment.

Anything else you would like me to know before our meeting?

**Career Resource Guide is found in the Resource Site folder on Canvas/Moodle*